



Information for Grantees

Delta Stewardship Council
Delta Science Program

Welcome

- Congratulations on your grant award. We look forward to working with you.
- You, the Principal Investigator (PI), and/or the administrative staff supporting the grant, now have a grant agreement with the State of California, Delta Stewardship Council (Council).
- These slides have been provided to assist you with navigating the requirements of your agreement.

Information Provided

This presentation will cover information you need to know in the following categories:

- Your assigned Technical Grant Manager's role
- Invoicing
 - Your agreement has specific requirements for the content of invoices, and also requires invoice reports.
- Reporting
 - Your agreement requires semi-annual reports and a final report.
- Amendments
 - The types of amendments that you can request are for budget, time and/or scope of work.

Your Technical Grant Managers & Their Role

Your grant agreement has been assigned to one of our Science Program Staff to assist with Technical Management:

- Marina Brand
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(916) 445-5031
- Lindsay Correa
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(916) 445-0092
- Chris Enright
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- Gina Ford
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- Sam Harader
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The role of your Technical Grant Manager:

- Review and approve invoices.
- Disseminate, as appropriate, reports, papers, and presentations resulting from your research.
- Maintain a level of awareness of the status of your research.
- Assist with issues that may develop.
- Make site visits to the research sites or facilities.
- Occasionally assist with the project depending on availability.

Invoicing Provisions

- We appreciate invoices being submitted at least once every three months (quarterly) during which work was performed or costs incurred.
- Invoices may not be submitted more frequently than monthly.
- Invoices should be printed on your institution's letterhead and signed by the authorized staff who can certify that the expenditures being claimed represent actual expenses for the service performed under this Grant Agreement.

Invoice: Required Content

Invoices must include at a minimum the following information:

1. Agreement number
2. Invoice number
3. Invoice date
4. Billing Period
5. Description of the work performed during the billing period
6. Itemized cost breakdown
7. Copies of receipts for actual out-of-pocket expenses
8. Total dollar amount being billed for the statement period
9. Report expenses attributed to Disabled Veteran Business Enterprise (DVBE) subcontractors or DVBE suppliers at any tier (if any). This requirement only applies if the Grantee identified DVBE's for participation during the selection or negotiation process.
10. If travel is a reimbursable expense, receipts must be maintained to support the claim and the following must be attached:
 - i. Travel Expense Claim (standard State of California form 262)
 - ii. Include travel expense amount in the total dollar amount of invoice.

Invoice: Sample & Format

- A sample invoice form was included with your agreement materials: Exhibit B, Attachment 2.
 - For a copy of the sample invoice form, please [click here](#).
- Please refer to the sample to help organize all the information requested in the previous slide.
- Backup documentation should be attached to provide justifications for charges. Justifications include:
 - Copies of receipts attached to a sheet with a written explanation of purchased items and how they were needed for your grant.
 - The Invoice Report (explained on slide 8) describing work performed during this billing period including personnel hours charged, and supplies purchased, etc.
 - Invoices from suppliers or subcontractors with written explanation of how the work was pertinent to your grant.

Invoice Reports

- Invoice reports must be submitted with all invoices.
- A sample report was provided with your grant agreement as Exhibit B, Attachment 3.
 - For a copy of the sample invoice report, please [click here](#).
- These reports will track overall progress of your project by task.

Invoice Reports: Required Information

Invoice reports must contain the following information:

1. The project title
2. The project term (start date – end date)
3. The period of time being invoiced
4. Invoice number
5. Up-to-date contact information for both the Program Administrator and the Principal Investigator of the project
6. Contact information for your assigned Technical Grant Manager
7. Description of the location(s) where the project is being carried out
8. Brief description of the project
9. Clearly stated primary objective of the project
10. Summary by task as identified in your Scope of Work, of what work was performed during the invoice period

Reports

- Two types of reports are required by your agreement:
 - semi-annual reports, and
 - the final report prepared at the end of your project
- In the event that a final report and semi-annual report coincide, submit only the final report.

Semi-Annual Report

- Semi-Annual reports are required every six months until the project is completed.
- A sample report was provided with your grant agreement as Exhibit A, Attachment 1.
 - For a copy of the sample semi-annual report, please [click here](#).
- These reports will track overall progress of the project in relation to the timeline and schedule contained within your agreement.

Semi-Annual Reports: Required Information

Semi-Annual reports must contain the following information:

1. The project title
2. The project term (start date – end date)
3. The performance period
4. Up-to-date contact information for the Program Administrator and the Principal Investigator of the project
5. Contact information for your assigned Technical Grant Manager
7. Description of the location(s) where the project is being carried out
8. Brief description of the project
9. Clearly stated primary objective of the project
10. A budget summary as a table showing amount invoiced thus far, amount to be invoiced, and projected expenditures in the next 6 months
11. Answers to budget related questions:
 - Is work proceeding on schedule? If not, why?
 - Is the project on budget? If not, why?
 - Please explain any unanticipated work or budget related issues.
12. Project status to date, listed by task as identified in your Scope of Work, from start through the performance period
13. Project-wide status to date:
 - Achieved objectives, findings, and contributions
 - Problems or delays encountered
 - Deliverables (attach any publications)
 - Personnel changes
 - Contract modifications

Final Report

- The final report must include copies of any publications, abstracts or reports produced. We encourage you to publish your research in peer reviewed journals and to make your papers publicly accessible.
- A sample report was provided with your grant agreement.
 - For a copy of the sample final report, please [click here](#).
- The final invoice will not be accepted for payment until the final report has been received and approved.

Final Report: Required Information

The Final report must contain the following information:

1. The project title
2. The project term (start date – end date)
3. Date of completion
4. Up-to-date contact information for both the Program Administrator and the Principal Investigator of the project
5. Contact information for your assigned Technical Grant Manager
7. Description of the location(s) where the project is being carried out
8. Brief description of the project
9. Clearly stated primary objective of the project
10. A budget summary as a table showing amount invoiced, and amount remaining to be invoiced
11. Answers to budget related questions:
 - Did work proceed on schedule? If not, why?
 - Was the project on budget? If not, why?
 - Please explain any unanticipated work or budget related issues.
12. Project status for all tasks identified in your Scope of Work, for entire period of your agreement
13. Project-wide status:
 - Achieved objectives, findings, and contributions
 - Problems or delays encountered
 - Deliverables (attach ALL publications)
 - Personnel changes
 - Contract modifications

Amendments

- Grant amendment types:
 - budget adjustments,
 - time extensions, and
 - changes to scope of work
- If a situation arises that creates a need for an amendment, please let us know as soon as possible by contacting your Technical Grant Manager.
- **Click here** for a copy of the Delta Science Program Guidelines for Grant Amendment Requests.

Amendment Request: Procedures

- All amendments must be requested in writing on letterhead to the Delta Science Program (send these to your Technical Grant Manager).
- Electronic submission of the amendment request letter is acceptable as an attached Word document on letterhead.
- Amendment requests within the body of an email message are not considered official requests.
- If any edits to previous documents are made as a part of your amendment request, they should be tagged electronically by using the “track changes” function in your word processing software.

Amendment Request: Required Information

Amendments requests must contain the following information:

1. The nature of the request clearly stated
2. A complete, but brief summary, of the history of the grant and any previous amendments
3. A brief description of any cost share associated with this amendment, including the amount and contributing agency(s)
4. Reasons for request (justification):
 - a. If a budget change, provide a revised budget with an explanation of changes being requested.
 - b. If a change of scope, explain how the requested amendment falls within the parameters of the approved project and is not a new project.
 - c. If a no cost time extension, provide a revised schedule of deliverables and budget.
5. Description of the current project status
6. For projects requiring environmental review and/or permits, describe the review and approvals that have occurred to date. Does the requested amendment impact the ongoing review and approval process or timeline?
7. How does the project as amended continue to fall within the original project goals?
8. If the requested amendment ultimately is denied, how will the project be changed to work within the existing budget or time, i.e., what are the consequences of not granting the amendment?

Amendment Requests

Type: Budget Change

Budget changes:

- No amendments to increase the amount of project funding will be approved.
- If you wish to make a line item adjustment(s) to your budget (with no increase in total project funding) in excess of the lesser of \$250,000 or 15% of the agreement total, then it must be approved by the Delta Science Program.
- Include a revised budget with an explanation of changes being requested.

Amendment Requests

Type: Time Extension

Time extensions:

- The Delta Science Program may allow extensions of time (with no increase in funding).
- Justifications provided for time extension requests must show good cause.
- Include a revised schedule of deliverables and budget.

Amendment Request

Type: Scope of Work

Scope of work:

- Any proposed significant change to the scope of work, deliverables, or major personnel, must be approved by the Delta Science Program.
- To assist with determining if a change is significant we recommend you discuss it with your Technical Grant Manager.
- Include an explanation of how the requested amendment falls within the parameters of the approved project and is not a new project.

Keep Your Contact Info Updated

- Please notify us if any contact information on file for the project administrator, primary investigator, or other project staff changes.
- Let us know when project staff changes or additions occur (may require an amendment).
- In addition to alerting us when the changes occur, also include this information in your invoice and semi-annual reports.

In Summary

Please...

- Keep in touch with your Technical Grant Manager; consider us part of your team.
- Let us know when there are good opportunities to observe your work.
- Send us publications that result from this research.
- Acknowledge the funding source in all presentations and publications.
- Keep us posted on new findings, setbacks, and general project status.

Please, do not...

- Send invoices without support documentation.
- Wait to tell us about problems or issues that develop, sooner is better.
- Forget to let us know when there are staff changes.

Questions?

If you have any questions, please contact your assigned Technical Grant Manager:

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marina.brand@deltacouncil.ca.gov

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